

## **Environmental Training of Employees**

### **I. PURPOSE**

The purpose of this procedure is to provide guidelines for the conduct of periodic EMS awareness training and competency training (when that is required). Such training is the foundation for employee awareness, involvement and commitment to environmental protection as an ongoing responsibility of their work life. It is fundamental to the efficient and effective implementation and execution of the EMS at USEPA, Region 9.

### **II. SCOPE**

To further the EMS, USEPA, Region 9 will periodically conduct EMS Awareness training and Competence Training (when necessary):

1. All employees of USEPA, Region 9, as well as on-site contractors (non-EPA employees who work in the regional office) receive EMS awareness training.
2. Competence training is provided when required to ensure the competence of employees whose work is associated with a significant environmental aspect.

### **III. GENERAL INFORMATION**

#### Definitions

**EMS Awareness training:** Refers to training that is provided to all employees and on-site contractors in Region 9 irrespective of whether they are associated with significant environmental aspects.

**Competency training:** Refers to training that may be provided to employees that are associated with significant environmental aspects. Such training is indicated when the employee is not considered competent on the basis of previous training, education, or experience, to address the responsibilities he/she has been charged with relative to the significant environmental aspect in question.

#### **EMS Awareness Training:**

The goal of EMS awareness training is to make all Region 9 employees and on-site contractors aware of:

1. The importance of conformance with the environmental policy and with the requirements of the EMS.

2. Their roles and responsibilities in achieving conformance with the environmental policy and with the requirements of the EMS.
3. The potential consequences of departure from specified EMS operating procedures.

**Competence Training:**

Personnel that perform tasks that can cause significant environmental impacts shall be competent on the basis of appropriate education, training and/or experience. Such personnel receive competency training when it is determined that they need such training to be made competent to address the significant environmental aspect(s) that they are involved with in their work assignments. Such competency training includes:

1. The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance.
2. Their roles and responsibilities in achieving conformance with the environmental policy and with the requirements of the EMS.
3. The potential consequences of departure from specified EMS operating procedures.
4. Their roles and responsibilities with respect to the significant environmental aspect that they are personally involved with as an ongoing element of their work tasks and duties.

**IV. APPROACH**

1. Awareness training is conducted for all employees and on-site contractors.
2. After all employees have been trained, the EMS training lead will ask for and receive a list of new employees from the HR office manager and conduct EMS awareness training for these new employees on a periodic basis.
3. On a periodic basis, determined by the EMS Team and Advisory Committee, all employees will receive refresher environmental awareness training that re-emphasizes the above stated elements including any notable changes in the environmental policy, list of significant aspects, or objectives and targets.
4. Training records will be kept to provide evidentiary proof of such training.
5. Based on a review of the operational controls, a needs assessment will be conducted to determine which employees need competence training.
6. When competence training is required, it is conducted as soon as possible to ensure the employee receives training before beginning the assigned function. It is

the responsibility of the immediate supervisor to ensure that this training is conducted.

## V. RECORDS

The following records are available at USEPA, Region 9:

1. EMS awareness training records (date and attendance),
2. The contents of the awareness training,
3. Records of competence training (date and attendance),

## IV. REVISION HISTORY

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